

APPENDIX E-409 P

INVENTORY LOSSES FROM CATALOG UI CHANGES

1. PURPOSE

This appendix is applicable to chapter 5 and describes the processing required for those residual balances resulting from a catalog UI conversion and the converted quantity on the accountable record is less than the UI quantity. These residual balances are processed as an inventory loss under DIC D9K.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-32, Disposal Release Order (DRO) Transaction.
- b. Appendix C-84, Status Address Envelope.
- c. Appendix F-81, Inventory Losses from Catalog UI Changes.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Inventory Accounting Branch, Stock Control Division, DSO.

4. PROCEDURES/INSTRUCTIONS

- a. Processing personnel will receive the notice of Inventory Loss from Catalog UI changes, appendix F-81, for processing as indicated in following paragraphs.
- b. Prepare a DRO, DIC A5J, in the format of appendix B-32, completely filling the Retention Quantity field, pos. 52-59, with zeros. Annotate the remarks block of the DD Form 1348 with the statement EXCEPTION HANDLING REQUIRED. FORMER UI HAS BEEN CONVERTED AND RESIDUAL BALANCE OF (\_\_\_\_\_) HAS BEEN DROPPED FROM ACCOUNTABLE RECORD. DO NOT CONFIRM TRANSFER TO PDO. NO MECHANICAL RECORD OF THIS DRO MAINTAIN AT DSC.
- c. Place original of handscribed DRO in envelope (appendix C-84), and forward to distribution activity holding the residual assets.
- d. Forward one copy of handscribed DRO and appendix F-81 to Commodity Branch (IM), Inventory Management Division, for retention in Item Jacket File of NSN involved, to enable subsequent research, if required.
- e. Destroy remaining carbon copies of handscribed DRO.

5. FLOWCHART

Flowchart not required.